CAPPS HR/Payroll — User Group Meeting Minutes
Tuesday, April 23, 2019
9–11 a.m.
Travis Building, Room 1-100

I. Welcome (Andrea Smith)
- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)
- **SR Summary and Trend Report**
  - The *CAPPS HR/Payroll Summary and Trend Report 04/23/19* document was reviewed.
    - In March, there were 714 active SRs with 162 in high priority status.
    - As shown in the Trend chart, there were 508 SRs opened and 524 closed in March.
- **Governance Approved Enhancements**
  - The *CAPPS HR/Payroll Governance Approved SRs 04/23/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 5005 was moved into *Rework* by the reporting team. This new Performance Management query has been sent back to development to refine the query prompts.
- **Required Maintenance**
  - The *CAPPS HR/Payroll Required Maintenance 04/23/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 11543 adds a report of the other state employee source details.
    - SR 11840 adds an option for agencies to hide felony responses from selected user roles.

III. Production Update: The New Code for July Deployment (Chris Stirneman, Cassy Englerth, Mike Williams)
- The *CAPPS Fiscal 2019 Deployment Modifications 04/23/19* document was provided to participants.
- The CAPPS HR/Payroll support team provided a brief overview of new code being implemented as part of the July 8 deployment.
  - SR 10270 provides new functionality to select applicable retirement codes post-hire.
    - Agencies will be able to select retirement codes applicable to their agency.
    - The bulleted list in the support document shows the four most common retirement types: *ERS Exempt with ERS Surcharge, ERS Maximum, ERS Retirement Contributor*, and *Retirement Exempt*.
  - SR 10857 gives agencies the ability to assign one of three job profiles that designates their ability to access personal data.
    - The current existing role for this access remains the same as it is today. After July 5, the Agency Security Coordinators (ASCs) may submit a request to change user access as needed.
  - SR 11345 changes the way an employee and core user can see how an employee may be protected for the release of public information.

- The employee's profile page will show the protect indicator line at the top of the page and the Commissioned Peace Officer (CPO) checkbox will be removed.
- If the protect indicator needs to be changed, the employee or core user may do so by following the designated process.
- Additionally, this SR adds a change password option to the profile page.
    - SR 11342 adds a new task field to the timesheet that can be used for tracking purposes.
        - The task feature does not replace the *Labor Account Codes* (LACs) but gives agencies the ability to create their own tasks for reporting purposes.
        - This SR also allows agencies to create and maintain *Override Reason Codes* (ORCs).
    - SR 11357 adds *Payroll Ad Hoc Funding* functionality with the (Common Inbound Earnings Table) CIET spreadsheet load.
        - This gives agencies the ability to fund earnings under a custom configuration table that is separate from the department budget table.
        - Once the custom configuration table is complete, the combo code can be updated on the staging table if needed.
        - CPE works the same way via the CPE pay sheet.
        - The combo code also shows on the pay line so it can be verified before distribution.

IV.   Deployment Update: Deploying & Production Agency UAT (Martin Dassi)

- User Acceptance Testing (UAT) begins on May 13 and continues through June 28. This time frame applies to both deploying agencies and production agencies.
    - Deployment UAT and Production UAT occurs in the same UAT environments.
- Deploying agencies are expected to report their testing progress on a weekly basis during scheduled times.
    - Production agencies do not need to report their testing progress but should submit any issues via the UAT Application Service Provider (ASP) Solution Center.
- The CAPPS team will provide test scripts and send out an email with all applicable information.

V.   Project Update: HR/Payroll Fiscal 2019 Deployment (Rusty Charlton)

- The *CAPPS Fiscal 2019 HR Payroll Agency Deployment Project Dashboard 04/23/19* document was reviewed.
- The project is green and on track.
- The implementation date is July 15, 2019.
- Key items in the next 30 days:
    - System test phase 3 continues and the team is three weeks in.
    - Continue the mock cutover. To date, the team has completed four mock conversions and the time frame has improved with each mock.
    - Complete the security build.
    - Begin User Acceptance Testing.
- A user group member inquired how the CPA CAPPS team would manage resources on the Help Desk with the addition of the new agencies.

- CPA team member responded that additional team members have been added in recent months and the CAPPS management team routinely reviews the number and types of tickets being received.

VI.   **Project Update: CAPPS Fiscal 2019 Recruit Deployment (Martin Dassi)**
- The *CAPPS Fiscal 2019 Recruit Agency Deployment Project Dashboard 04/23/19* document was reviewed.
- The project is green and on track.
- The implementation will occur in two releases – the first on March 25 and the second on May 15.
- Key items in the next 30 days:
  o Release 2 testing is now complete.
  o Release 2 UAT is in progress and testing continues through May 03.
  o The CAPPS team is monitoring the WorkinTexas.com (WIT) deployment closely for anything that might impact the CAPPS interface. The WIT deployment is scheduled for July 15.

VII. **Project Update: CAPPS Fiscal 2019 Recruit Deployment (Martin Dassi)**
- The *CAPPS FMLA Desk Aid Draft 04/23/19* document was reviewed.
- The desk aid provided for the discussion is a preliminary draft. The CAPPS Production support team will incorporate feedback from this discussion into the revision and an updated version will be provided to agencies for use in UAT.
  o Once UAT is completed a final version of the desk aid will be distributed through the CAPPS communications team.
- Key changes to functionality include:
  o *FMLA Request ID* will show as "new" until the record is saved.
  o New timesheet edits limits employees from going over their entitlement hours for the year.
  o Expiration date calculations now includes a Calendar Year (FCY) option along with the Fiscal Year (FFY) and Rolling Backward (FML) choices.
  o Users are able to see the same information on the *Balance Inquiry* page that the FMLA admins can see.
    ▪ This works for the employee through their *Employee Self-Service* (ESS) page as well as for managers in the *Manager Self-Service* (MSS) page, whether they use MSS Full or MSS Lite.
  o A new page allows agencies to enter non-CAPPS hours for an employee coming in from a non-CAPPS agency, which should allow for a smoother transition.
- Additional information based on attendee questions:
  o **Q:** What if you do not know a certain amount of time yet? Is there a required field to enter the exact amount?
  o **A:** When creating a new FMLA event: if an admin does not know the exact amount of time to be used in an event, they can enter an estimated amount of time to initiate the record, then go back and edit the time once the exact hours have been confirmed. The CAPPS team will also review the page setup and see if it is feasible to make the time field optional instead of required.

- o Currently, the FMLA request drop-down menu includes options for Days, Weeks and months. The CAPPS team is looking at adding hours as another option.
- o The FFY and FCY plans do not have a details tab because those plan types do not roll back. Both the admin and the employee are able to see the previous year's balance.
- o Under the rollback plan, the details page can be downloaded and printed. Also, the CAPPS team is working on a new report that pulls this information. This new functionality is slated for release in May.
- o Once System testing is complete, there will be a short UAT session for the agencies to get in there and test everything. After UAT concludes, the implementation date will be confirmed.
- o The CAPPS team is currently working on capturing the information for those events that are open at the time this new functionality is deployed. The team will reach out to each agency to review and verify that information.
- o The CAPPS team will do the initial load of existing current population to get everyone up to speed, then agencies will take over for new items that are created under the new process.
- o If users have questions or feedback on the FMLA functionality, ask your agency's Level 1 Support Staff to submit a Service Request ticket via ASP.

VIII.   Upcoming Meeting
- Tuesday, May 28, in the Travis building, Room 1-100.